

To obtain a **Federal Work Study** position, refer to your Financial Aid Award information in the MyWNCC student portal for eligibility and/or award amount. To obtain a list of available Federal Work Study positions on the website, select [wncc.edu/Admissions & Aid/Financial Aid/Work Study/Current Work Study Opportunities](http://wncc.edu/Admissions&Aid/FinancialAid/WorkStudy/CurrentWorkStudyOpportunities) or select the following link: www.wncc.edu/admissions-aid/financial-aid.

Non-eligible Federal Work Study students may seek “student employment” on campus. There is no employment listing available for Student Employment positions but departments commonly offering employment include Food Services, Residence Life, Library, Buddy’s Books & Bistro, and Maintenance.

STEP ONE:

- Student contacts department supervisor to schedule an interview
- Student should have student ID number, class schedule and amount of work-study eligibility if applicable.

STEP TWO

- If hired, Supervisor prepares Employment Authorization form, saves form, and emails form to Financial Aid Office at financialaid@wncc.edu. Submission of form indicates approval by supervisor for Financial Aid Office to process hiring paperwork
- Student **may not** begin work until **STEP FOUR** is completed

STEP THREE:

- Student must complete Student Worker Training in MyWNCC student portal via **Menu > Applications > Student Applications A-Z > Workstudy/Student Worker Student Training**
- Student must submit to the Financial Aid Office completed Form W-4, Form I-9, and proper identification specified for Form I-9
- International students must also provide current Forms I-20 and I-94, Passport, and Social Security Card before starting employment

STEP FOUR:

- Financial Aid Office completes Employment Authorization, obtains student signature, and forwards a signed copy to supervisor

STEP FIVE:

- Student accesses time sheet in MyWNCC student portal to enter daily hours worked via **Menu > Applications > Student Applications A-Z > Workstudy/Student Worker Time Entry Program**.
- **Please note, if student forgets to enter hours by deadline, payroll will be delayed until the next pay period.**

Students:

- Must be enrolled in 6 or more credit hours each semester
- Must meet the Satisfactory Academic Progress Policy standards for Federal Work Study employment
- May work the following maximum weekly hours:
 - 20 hours/week for International students –12 or more credit hours per semester required
 - 15 hours/week for Student Employment positions
 - 10 hours/week for Federal Work Study positions

Instructions for Obtaining a U.S. Social Security Card from the Social Security Administration Office, 415 Valley View Drive, Scottsbluff, NE 69361. International Students are required to provide a letter to SSA from the on campus supervisor containing the following information:

- the student is studying full-time at WNCC
- identify the office/department in which the student will be working
- identify the position for which the student is being hired
- supervisor name, position, and contact information
- provide the following documents: I-94 form, passport and I-20